

Workforce Services Policy – Common Exit from WIOA Partner Programs

Executive Summary

1. What is the general purpose of this policy?

This policy is intended to provide guidance on how and when to exit participants that enrolled in the Adult, Dislocated Worker, Youth, Wagner-Peyser and Trade Adjustment Act programs. The policy also establishes what WIOA programs are considered in a common exit in Tennessee as required by WIOA law.

2. What are the notable guidelines conveyed within this policy?

- Defining an exit
- Defining a common exit
- Listing required partners for common exit
- Providing procedures for a timely exit

3. Have there been any changes since the last policy? If so, describe the modification(s).

No.

4. What must the Local Workforce Development Board do to meet the requirements of this policy?

Must ensure that participants in the required programs are being exited after completion of their program and that exit is being done timely.



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Workforce Services WIOA Policy – Common Exit from WIOA Partner Programs

Effective Date: August 27, 2021

Duration: June 30, 2023

Purpose:

This policy is intended to provide guidance on how and when to exit participants that enrolled in the Adult, Dislocated Worker, Youth, Wagner-Peyser and Trade Adjustment Act programs. The policy also establishes what WIOA programs are considered in a common exit in Tennessee as required by WIOA law.

Scope:

Office of the Governor, Tennessee Department of Labor and Workforce Development (TDLWD); Division of Workforce Services (WFS); Tennessee Department of Economic and Community Development (TDOE); Tennessee Department of Education (TNECD); Tennessee Department of Human Services (TDHS); State Workforce Development Board (SWDB); **Title I** – Adult, Dislocated Worker, and Youth Programs, **Title II** – Adult Education and Family Literacy Act Program(AE); **Title III** – Wagner-Peyser Act Program (WP); **Title IV** – Vocational Rehabilitation Program (VR); Regional Planning Council (RPC); Local Workforce Development Boards (LWDB); Local Workforce Development Areas (LWDA); American Job Center (AJC); One-Stop Operator (Operator); Workforce System Sub-Recipients (Sub-Recipients); Workforce System Partners (Partners).

Exit:

As defined for the purpose of performance calculations, exit is the point after which a participant who has received services through any program meets the following criteria:

1. For the adult, dislocated worker and youth programs authorized under WIOA Title I and the Employment Service program authorized under the Wagner-Peyser Act, as amended by WIOA Title III, the exit date is the last date of service.
2. The last day of service cannot be determined until at least 90 days have elapsed since the participant last received services; services do not include self-service, information-only services, or follow up

services.

Common Exit:

A common exit occurs when a participant, enrolled in multiple partner programs, has not received services from any DOL-administered program in which the participant is enrolled, to which the common exit policy applies, for at least 90 days, and no future services are planned.

Any participant who receives services funded in whole or in part from the partner programs listed below, sequentially or simultaneously, will be counted as a participant in each program, and will share a common "date of exit" for federal reporting.

Partner Programs to which Common Exit Applies:

- Adult, Dislocated Worker and Youth Activities (Title I)
- Wagner-Peyser Employment Service programs (Title III)
- Trade Adjustment Act / Trade and Globalization Adjustment Act (TAA/TGAA)
- Jobs for Veterans State Grants (JVSG)

Timely Exit:

In order for case worker to properly and timely exit participants, they are required to follow up with the participant every 30 days. The case worker should document a detailed description of contact attempts. In the event that the case worker attempts to contact the participant but is unable to reach them on that day, the case worker should do a follow up call every 5 days from that date until contact is made. If unable to reach on the second contact attempt via phone or primary method, then the case worker would make every effort to use alternative contact methods (i.e. social media, Facebook, alternative contacts, email, etc.) not to exceed 90 days. If after all contact attempts the case worker is unable to reach the participant, the case worker should close all open activities and create a closure with appropriate closure reason.

References:

TEGL 10-16 Change I, TEGL 10-16 attachment 1, 20 CFR 677.150

Contact:

For any questions related to this policy, please contact the Program Integrity Unit at Workforce.Board@tn.gov.



Tim Berry, State Workforce Development Board Chair